

EDITED TASK LISTING

CLASS: CORRECTIONAL SUPERVISING COOK (CORRECTIONAL FACILITY)

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Assigns work to inmate/ward workers and/or staff in order to feed the inmate/ward population and staff utilizing food service equipment (e.g. steam kettles, ovens, grilles, blast chillers, retherm ovens, etc.) and regulations, policies, and procedures (e.g. Departmental Operational Manual [DOM], Youth Administration Manual [YAM], Federal School Lunch and Breakfast Programs, Hazard Analysis Critical Control Point [HACCP] guidelines, etc.) under the guidance of their supervisor.
2.	Make recommendations to improve work procedures and performance in order to increase quality of service and job safety utilizing personal experience, knowledge, current regulations, policies and procedures, etc. under the guidance of their supervisor.
3.	Trains inmate/ward workers, and/or staff in proper food preparation techniques, food service operations and job safety to implement the feeding program utilizing personal experience, On the Job Training (OJT), HACCP guidelines, policies and procedures, etc. on a daily basis under the guidance of their supervisor.
4.	Evaluates the work performance of the inmates/wards to ensure quality standards and services, identify training needs, recommend corrective actions, etc. utilizing rating guides, Incentive Program, Evaluation forms, etc. under the guidance of their supervisor.
5.	Supervises inmates/wards and/or staff in the preparation, cooking and dispensing of food to ensure quality meals; utilizing knowledge, cooking skills, portion control, policies, procedures, etc. on a daily basis under the guidance of their supervisor.
6.	Performs recipe conversion to adjust to the population (e.g. inmates/wards, staff, cadets, etc.) using standard recipes, calculators, the Daily Movement Summary (DMS), etc. as needed under the guidance of their supervisor.
7.	Weigh and measure ingredients for the preparation of meals in order to provide the correct amounts needed in recipes, to ensure quality control and consistency of product, etc. utilizing safe food practices, weighing and measuring devices, etc., as needed.
8.	Directs inmate/ward workers and/or staff to dispense food to the various dining facilities (medical facilities, satellite kitchens) utilizing vehicles and food carts on a daily basis under the guidance of their supervisor.
9.	Follow special diet requirements (medical and religious) in order to protect the health of the inmate/ward utilizing doctor/dietitian and/or chaplain orders in order to comply with mandated procedures as needed.

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10.	Prepare and serve special diet meals (medical and religious) in order to comply with doctor/dietitian and/or chaplain orders by utilizing proper equipment (e.g. diet slips, calorie charts, serving utensils, etc.) on a daily basis under the guidance of their supervisor.
11.	Maintain constant tool, key, and lock control to prevent physical assaults that may result in injury or death and to prevent inmates/wards access to unauthorized areas utilizing the "chit" system, tool log, missing tool report, correctional awareness, etc. as necessary to maintain compliance with departmental rules, regulations, and procedures.
12.	Train and supervise from 2 – 100 inmates/wards and/or staff in cleaning and sanitizing cooking utensils, equipment, and work areas in order to keep the food service area (e.g., dining room, storage room, bakery, meat cutting area, scullery area, food preparation area, etc.) sanitary and orderly, etc., utilizing cleaning supplies, and following laws, rules and regulations (e.g., California Retail Food Code, HACCP, MSDS), etc. under the guidance of their supervisor.
13.	Prevent accidents and injuries of staff and/or inmates/wards (e.g. wet floor signs, verbal warnings, use of personal protective equipment [PPE], etc.) in the food service facilities in order to create a safe work environment by utilizing formal/informal training and through direct observation as required by rules, regulations and procedures (e.g. Occupational Safety and Health Administration [OSHA], Injury Illness Prevention Program [IIPP], DOM, etc.) on a continual basis.
14.	Implement and follow safe food handling practices (e.g., proper hand washing, time/temperature, label/date, cross contamination, etc.) as mandated by rules, regulations and procedures (e.g., California Retail Food Code HACCP, etc.) in order to prevent foodborne illness or death of staff and/or the inmate/ward population as required.
15.	Monitors food temperatures to ensure that foods are served or stored safely by utilizing food thermometers and documenting temperatures on various logs and reports in compliance with HACCP guidelines as required.
16.	Receive, inventory, and inspect various supplies (e.g., food, chemicals, paper products, etc.) in order to maintain a fresh and adequate supply of food and other items for inmates/wards and staff utilizing first-in-first-out rotation procedures, laws, rules and regulations (e.g., California Retail Food Code, DOM, HACCP) on a continual basis.

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17.	Store and rotate various supplies (e.g., food, chemicals, paper products, etc.) in order to maintain a fresh and adequate supply of food and other items for inmates/wards and staff utilizing first-in-first-out rotation procedures, laws, rules and regulations (e.g., California Retail Food Code, DOM, HACCP) as required.
18.	Requisitions food, supplies and equipment from the institutional warehouse in order to ensure adequate stock of food, supplies and equipment are on hand utilizing personal computers, weekly menu, and forms on a daily basis as needed.
19.	Supervise and escort inmates/wards and/or staff in the disposal of kitchen waste to maintain facility security and sanitary conditions utilizing departmental procedures, health and safety regulations (i.e. California Retail Food Code and HACCP) as mandated.
20.	Prepare written documents (e.g., HACCP logs, inmate/ward timekeeping, performance evaluations, corrective/discipline reports, Injury Illness Prevention Program [IIPP], etc.) in order to comply with Departmental policies and procedures, laws, rules and regulations (e.g., Federal School Lunch and Breakfast Programs, California Code of Regulations - Title 15, etc.) utilizing CDCR forms, personal computers, etc. as required.
21.	Maintain constant vigilance over the food service areas to detect, diffuse, and prevent escape or staff assaults that may result in injury or death utilizing direct sight supervision, tool, equipment, and lock control, personal alarm checks, reporting of unusual behavior/activity, securing kitchen items that could be used as potential weapons (e.g. knives, can lids, openers, pens, paper clips, etc.) as mandated.
22.	Maintain direct sight supervision over assigned inmates/wards to detect, diffuse, and prevent escape, or physical assaults that may result in injury or death utilizing, tool, equipment, and lock control, personal alarm checks, reporting of unusual behavior/activity, securing kitchen items that could be used as potential weapons (e.g. knives, can lids, openers, pens, paper clips, etc.) as mandated.
23.	Maintain direct sight supervision over assigned inmates/wards to ensure completion of their daily tasks and to eliminate theft of food and equipment in the food service facilities utilizing formal/informal training, acquired knowledge, and correctional awareness as necessary to maintain compliance with departmental rules, regulations and procedures.

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24.	Inspects premises and searches inmates/wards to identify and confiscate contraband (e.g., drugs, weapons, alcohol, food, tools, etc.) by clothed body searches and by visual inspection of grounds all within established law, policies and procedures, etc. as mandated.
25.	Supervises inmates/wards in the quick-chill process to safely preserve prepared food items in compliance with HACCP guidelines to ensure quality meals utilizing blast chillers, temperature logs, thermometers, etc., on a daily basis under the guidance of their supervisor.
The following tasks were identified from the statewide food service survey	
26.	Supervise inmates/wards and staff in the preparation and security of food items (e.g., meat, cheese, fruit, drink, snack, condiments, etc.) in order to produce large quantities of bag lunch/meals (i.e. up to 15,000) served daily and during emergency situations (e.g., lockdowns, power outages, extreme weather, etc.) utilizing direct sight supervision, population counts and menus as required.
27.	Escort assigned inmates/wards between their assigned housing units and the food service areas when necessary (e.g., lockdowns, janitorial services, weather conditions, when correctional officers are unavailable, etc.) in order to accomplish day-to-day activities utilizing direct sight supervision, communication skills, informal training, etc., as required.
28.	Ensure assigned inmates/wards adhere to their medical restrictions (e.g., lifting, standing, bending, medication, etc.) in order to comply with specific medical orders (e.g., "blue slips", chrono form, etc.) utilizing departmental rules and regulations as directed by medical personnel.
29.	Inspect from 2 – 60 inmates/wards in order to ensure personal hygiene standards and dress code (e.g., grooming, cleanliness, Personal Protective Equipment [PPE], etc.) have been met utilizing effective communication, basic supervision, personal observation skills, laws, rules, and regulations (e.g., California Retail Food Code, DOM, HACCP, etc.), on a continual basis.

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30.	Communicate with various facility personnel (e.g., supervisors, housing unit officers, Senior Youth Correctional Counselor's, etc.) to ensure an accurate exchange of information regarding inmate/ward behavior, attitude, and attendance etc., utilizing telephones, written reports, personal computers, and verbal communication on a continual basis.
31.	Perform random checks of personal protective equipment (e.g. Personal Alarm Locator [PAL], whistles, telephones, etc.) to ensure safety and security measures are in working order utilizing departmental policies and regulations (e.g., DOM, YAM, Title 15, post orders, etc.) on a daily basis.
32.	Train inmates/wards and staff in the proper operation of food service area equipment (e.g., dish machines, mixers, steam kettles, and ovens, etc.) to ensure a safe working environment by conducting regular safety meetings, observation and inspection of the workplace as required by rules, regulations and procedures (e.g. OSHA, IIPP, DOM, etc.) on a continual basis.
33.	Identify potential workers for the food service areas by communicating with facility personnel (e.g., inmate/ward assignment office, counselors, etc.) and conducting inmate/ward interviews to ensure proper job placement utilizing interview techniques, communication skills, departmental rules, policies, and procedures with the assistance of the Food Manager on an as needed basis.
34.	Supervise inmates/wards in the cleaning of food service areas used by inmate/wards and/or staff to maintain sanitary conditions utilizing cleaning schedule, towels, brushes, squeegees, and various chemicals as required by procedures, rules and regulations (e.g., DOM and HACCP) on a continual basis.
35.	Train and supervise inmate/wards in the implementation of safe food handling practices (e.g., proper hand washing, time/temperature, label/date, cross contamination, etc.) as mandated by rules, regulations and procedures (e.g., California Retail Food Code, HACCP, ServSafe, etc.) in order to prevent foodborne illness or death of staff and/or the inmate/ward population as required on a continual basis.
36.	Supervise inmates/wards and staff in the preparation of materials for recycling (e.g., cans, plastic bottles, cardboard, grease, etc.) in order to support the departments recyclable program utilizing PPE, sorting bins, barrels, water, etc. as required.

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37.	Inspect various supplies (e.g., food, chemicals, cleaning supplies, paper products, etc.) in order to ensure that supplies are within code, undamaged, non-infested, adequate storage temperature, etc. utilizing vector control log, communication, Departmental policies and procedures, laws, rules, regulations (e.g., California Retail Food Code, etc.) on a continuous basis.
38.	Monitor food service area equipment (e.g., ovens, refrigerators, grills, mixers, slicers, etc.) to maintain serviceability, as well as safety and security of the facility utilizing inspections, work orders, preventive maintenance program, etc. on a continual basis.
39.	Train Correctional Officers in the proper operation of food service equipment (e.g., rethermalization oven, thermometers, dish washer machine, etc.) and day-to-day functions in order to facilitate food service satellite operations and maintain safety and security in the food service area utilizing OJT, post orders, personal experience and knowledge on a continual basis.
40.	Verify that the daily meal count is accurate to ensure that all inmates/wards and staff are fed by conducting a point of service count and comparing the daily population count utilizing logs, meal count forms, and coordinating with the correctional officers, etc. as necessary to comply with rules and regulations (e.g., YAM, Federal School Lunch and Breakfast Programs, California Code of Regulations - Title 15, etc.).
41.	Monitor compliance with the Federal School Lunch and Breakfast Programs in order to meet the nutritional requirements (quantity and quality) as mandated utilizing NutraKids Program (recipes, menus and pick lists), daily meal count summary, production records, etc. daily.
42.	Maintain production records to document the number of meals served and justify reimbursement under the Federal School Lunch and Breakfast Programs utilizing daily meal count summary, pick lists, and menus daily.

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